



# **Personnel Access Data System Guidance for In-processing**

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## **NEI Guidance Manuals**

- NEI 94-02, Revision 2, dated December 1999  
Standard Audit Process for Licensee-Approved  
Contractor/Vendor AA/FFD Programs
- NEI 95-01, Revision 2, dated December 1997  
NPP Personnel Access Authorization Standards  
and Procedures
- NEI 95-03, Revision 2, dated August 1998  
PADS Health Physics Standards and Procedures
- NEI 95-04, Original, dated June 1996  
Guideline for General Access Training



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## **NEI 94-02 - Auditing**

- Part I -- Scheduling, conducting and reporting  
shared audits of C/V
- Part II -- Fourteen AA sections of audit  
checklists + four standard forms
- Part III -- Nine FFD sections of audit  
checklists + two standard forms
- Part IV -- Standardized Auditor's Handbook -  
provides tutorial on program requirements  
and process features



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## Shared-audit program

- Schedules audits for contractor/vendor company audits used by two or more companies
- Conducted under auspices of a single licensee's audit program under its lead auditor's direction who is responsible for all aspects of the specific audit
- 36 C/V audits being conducted in 2001 - next year's schedule to be finalized in July



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## Audit program features

- Sharing formula based on number of nuclear units and the number of C/Vs used
- Audit team composition reviewed annually
- Audit Oversight Committee (AOC) reviews reports for compliance with regulations and NEI 94-02
- Used by licensee auditors as the template for their own internal AA & FFD programs



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## **NEI 95-01 - Unescorted Access Authorization**

- Superseded NUMARC 91-03 which had established the "Transfer" process
- Standardized procedures for process support for 10 CFR 73.56 and Regulatory Guide 5.66 which endorsed and incorporated NUMARC 89-01 with all licensees committed to its use
- Nine appendices retains some previous guideline text and Qs & As



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## **NEI 95-03 - Health Physics**

- Standardizes the initiation, content, format and retention of health physics records.
- Provides a standardized process for determining an individual's medical fitness for respirator use (both NRC and OSHA requirements)



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## **NEI 95-04 - Access Training**

- Provides an industry standard for training required prior to granting unescorted access to the plant
- Incorporated General Employee Training sections of INPO's ACAD 93-009



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## **Worker in-processing**

- Need to get trustworthy and reliable workers on the job without delay
- Requires a consistent, standardized process to accomplish
- Process is independent of the electronic system
- AA and FFD inexorably linked



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## AA & FFD Linkage

- $UA = UAA + CBOP + FFD + TRG + \text{Badge}$ 
  - FFD is an element of the access process for determining trustworthiness along with UAA:
    - ◆ Background investigation:
      - Employment history
      - Education history
      - Military history
      - Character and reputation
      - Credit history
    - ◆ Psychological assessment
    - ◆ Criminal history check

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## Obtain unescorted access

- Initial UAA & FFD requirements
- Training requirements
- Covered under random testing
- Covered by behavioral observation
  - Responsibility to report arrests
- Badged

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## Key time periods

- $\leq 30$  days away from random or CBOP requires nothing for reinstate/transfer
- 31 to 365 days requires ascertaining activities including SI update
- 60 days - FFD tests acceptable
- $> 365$  days to  $< 5$  years requires update
  - New criminal history check
  - New psychological assessment
  - Updated BI since last held UAA



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## Temporary Vs Full UAA

- Temporary granted after completion
  - One year employment check and accompanying one year suitable inquiry
  - Submit fingerprints for criminal history
  - Psychological evaluation
  - Credit check
  - Developed character reference - positive recommendation



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## Full UA

- Must complete all requirements within 180 days for Full or withdraw temporary unescorted access
- Criminal history and military history completion specifically listed as the two elements that drive this period
- Some request submission deadlines

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## Information adjudication

- Each licensee adjudicates the information received for UA
- Subsequent licensees accept previous adjudication and only adjudicate new information since last UA (update)
- Previous licensee adjudicated information accepted by all subsequent licensees but could be questioned or redone

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